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UNITED STATES AIR FORCE

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OCCUPATIONAL SURVEY REPORT



DENTAL ASSISTANT

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AFSC 981X0

AFPT 90-981-807

MARCH 1989

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OCCUPATIONAL ANALYSIS PROGRAM
USAF OCCUPATIONAL MEASUREMENT CENTER
AIR TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-5000

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PREFACE

This report presents the results of an Air Force occupational survey of the Dental Assistant (AFSC 981X0) career ladder. Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

First Lieutenant Kara Worthington developed the survey instrument, Technical Sergeant Joseph Seitz provided computer programming support, and Mr Richard G. Ramos provided administrative support. Captain Jim McCutcheon, Canadian Forces Exchange Officer, analyzed the data and wrote the final report. Lieutenant Colonel Charles D. Gorman, Chief, Airman Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

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SUMMARY OF RESULTS

1. Survey Coverage: This report is based on data collected from 2,230 respondents, constituting 75 percent of all assigned AFSC 981X0 personnel. All MAJCOMs and paygrades are well represented in the survey sample.
2. Career Ladder Structure: Overall, seven jobs were identified in the AFSC 981X0 specialty, with nearly two-thirds of AFSC 981X0 airmen working in the core job of Dental Chairside Assistant. The remaining six jobs in the AFSC 981X0 career ladder included Radiology, Reception and Records, Data Automation, Supervisory and Management, Supply Administration, and Classroom Instructor personnel. ~~This report contains data relating to TDY~~
3. Career Ladder Progression: Members of the Dental Assistant career ladder show a typical pattern of career ladder progression. Three- and 5-skill level members perform essentially a technical job. At the 7-skill level, members are first-line supervisors, performing a mixture of technical and supervisory tasks. The 9-skill level and CEM personnel devote most of their time to management within the AFSC 981X0 career ladder.
4. AFR 39-1 Specialty Descriptions: On the basis of the occupational analysis results, the specialty descriptions in AFR 39-1 for all skill levels appear to require some revisions in content and emphasis, to more accurately reflect jobs performed. In addition, input from members of a Specialty Knowledge Test (SKT) team on temporary duty (TDY) to the USAF Occupational Measurement Center recommended a change in wording regarding the "data entry" function, and inclusion of oral hygiene tasks for 5-skill level personnel. Such changes are supported by the analysis results.
5. Training Analyses: Both the Specialty Training Standard (STS) and the Plan of Instruction (POI) for 3-skill level training were reviewed during the analysis, and specific recommendations for changes in both are listed in the report. Using established criteria for reviewing training documents, 13 of the 125 matched elements in the STS were found to have less than 20 percent of AFSC 981X0 airmen performing related tasks. Sixteen elements which had more than 30 percent of first-enlistment personnel performing matched tasks were dashed (-) for training in the 3ABR course. Only two POI objectives, accounting for 12 out of a total of 320 course hours, were found to have less than 30 percent performing matched tasks.
6. Job Satisfaction: Members of nearly all experience level groups in the 981X0 AFSC find their job less interesting and their talents less utilized than personnel in other similar medical AFSCs surveyed in 1987. On the positive side, there is a strong consensus among all three Total Active Federal Military Service (TAFMS) groups that training is well utilized, and reenlistment intentions are reasonably good. In a comparison of job satisfaction indicators between the present study and that of 1982, it is apparent that such indices over the TAFMS groups have remained essentially stable over the last 6 years.

→ Key point is Questionnaire, Skills, (KT/AU)

6. Implications: In terms of the occupational structure, this analysis of the 981X0 AFSC indicates the 1979 merger of several related AFSCs has produced an occupation with one core Dental Chairside Assistant job, comprising nearly two-thirds of the AFSC 981X0 personnel, and six dental support jobs. Job progression within the Dental Assistant career ladder follows a logical sequence. No requirement for fundamental structural changes to the AFSC is evident from the analysis. The overall analysis suggests that some changes are merited in both the 981X0 STS and 3-skill level POI. The AFR 39-1 Specialty Descriptions also merit some revisions. Specific items which might be considered for change by AFSC 981X0 management staffs have been listed in this report.

OCCUPATIONAL SURVEY REPORT
DENTAL ASSISTANT
(AFSC 981X0)

INTRODUCTION

This is a report of an occupational survey of the Dental Assistant (AFSC 981X0) career ladder, completed by the USAF Occupational Measurement Center in November 1988. The last OSR for this occupation was produced in December 1982. The present survey was requested by the Chief of Health Education and Training Division (HQ ATC/SGAT), Randolph AFB TX, to provide data which will be used to update and validate current career ladder documents, such as the AFR 39-1 Specialty Descriptions, the Specialty Training Standard (STS), and the Plan of Instruction (POI).

Background

Personnel in the AFSC 981X0 career ladder assist dental officers in the performance of restorative, endodontic, orthodontic, pedodontic, periodontic, prosthodontic, and dental emergency procedures. They assist in the performance of oral/maxillofacial surgery and preventive dentistry. They also clean, sterilize, lubricate, and perform user maintenance on dental equipment and instruments, administer dental supplies, and maintain and make entries on supply and dental health records, some of which are automated. They have a working knowledge of radiography and must process intraoral and extraoral radiographs. Their working environment may vary from that of a small hospital dentistry section with few chairs to that of a regional hospital with over 40 chairs.

See Pg. 1

Following the merger of the previous AFSC 981X1 (Preventive Dentistry Specialist) with the 981X0 AFSC in October 1979, Course J3ABR98130 002, Dental Assistant Specialist, was developed to fulfill the entry-level training requirements for the new single specialty. This Category A course is 48 days in duration, including 5 days for Medical Readiness, and teaches dental physiology, dental radiography, care of dental instruments and equipment, and procedures for patient motivation, dental administration, and assisting dental officers. Approximately 30 classes are conducted each year to produce 350-450 graduates. An optional 7-level course, J3AZR98170 002, lasts 59 days and provides advanced training in clinic and personnel administration, communicative techniques, preventive dentistry, radiography, and current concepts in dental care. Both courses are conducted by the 3790th Medical Service Training Wing at Sheppard AFB.

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SURVEY METHODOLOGY

Inventory Development

Data for this survey were collected using USAF Job Inventory, AFPT 90-981-807 (July 1987). In the creation of that inventory, a preliminary task list was first prepared by the inventory developer after reviewing the previous task list, current career ladder publications, training documents, and directives to determine the appropriateness of each task. This tentative task list was refined and validated in the field through interviews with subject-matter experts from the 3790th Medical Service Training Wing (formerly the USAF School of Health Care Sciences) and from operational dental facilities at various bases. Operational bases visited were chosen on the recommendations of MAJCOM functional managers and technical school staff, and are listed as follows:

<u>BASE</u>	<u>REASON FOR VISIT</u>
Keesler AFB MS	USAF Medical Center; provides a representative view of preventive dentistry and oral/maxillofacial functions
Barksdale AFB LA	USAF Hospital; provides a representative view of periodontal functions
Offutt AFB NE	USAF Regional Hospital; offers a representative view of oral surgery functions
Andrews AFB DC	USAF Medical Center; provides a representative view of dental restorative functions
Langley AFB VA	USAF Regional Hospital; represents a typical location for endodontic functions
Lackland AFB TX	USAF Medical Center; provides a representative location for orthodontic, pedodontic, and medical readiness functions
Randolph AFB TX	Typical USAF Clinic

In addition to interviews at the above locations, members of an SKT development team on temporary duty (TDY) to the USAF Occupational Measurement Center were interviewed. These team members represented the 3790th Medical Service Training Wing at Sheppard AFB, the USAF Hospital at Altus AFB, and the USAF Hospital at Griffiss AFB. Other personnel contacted included Air Force Military Personnel Center (AFMPC) classification, functional, and resource managers; the Air Force functional manager; and the HQ ATC Training Staff Officer for AFSC 981X0.

This process resulted in a final job inventory containing 440 tasks grouped under 13 duty headings. A standard section of background questions was also included to elicit information regarding DAFSC, organization of assignment, MAJCOM, duty title, TAFMS, and time in career ladder. Additional questions relating to method of assignment to AFSC, typical work schedule, possession of certification through the Dental Assistant National Board, possession of an associate degree in a dental area, courses completed, and equipment used in present job, were also included.

Survey Administration

From December 1987 through April 1988, Consolidated Base Personnel Offices (CBPOs) at operational bases worldwide administered the surveys to AFSC 981X0 personnel holding a DAFSC of 98130, 98150, 98170, 98190, and CEM 98100. Personnel were selected from a computer-generated mailing list provided by the Air Force Human Resources Laboratory. Respondents were asked to complete the identification and biographical information section first, go through the booklet and mark all tasks they perform in their current job, and then go back and rate each task they marked on a 9-point scale reflecting the relative amount of time spent on each task. Time spent ratings range from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent).

To determine relative time spent for each task checked by a respondent, all of an incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job, and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. Individual ratings thus produced are then averaged over the number of survey respondents to determine the group relative time spent per task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across major commands (MAJCOMs) and paygrade groups. To be eligible for the survey, personnel must have worked in their present job for at least 6 weeks. Not included in the survey were those personnel in hospital status, retiring, PCS status, or those who were in the process of being discharged from the service.

Table 1 reflects the percentage distribution, by MAJCOM, of assigned AFSC 981X0 personnel as of December 1987. The 2,230 respondents in the final sample represent 75 percent of the total assigned AFSC 981X0 personnel. Table 2 reflects the paygrade distribution of both the assigned population and the survey sample. Overall, the final survey sample closely reflects the total population of AFSC 981X0 personnel.

TABLE 1
COMMAND REPRESENTATION OF AFSC 981X0 SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED (N=2,983)</u>	<u>PERCENT OF SAMPLE (N=2,230)</u>
SAC	20	18
TAC	15	15
MAC	14	14
USAFE	13	13
ATC	11	13
JMMC	8	7
PACAF	7	7
AFSC	4	5
AFLC	4	4
AAC	3	3
OTHER	1	1
TOTAL	100%	100%

Total Assigned: 2,983*

Total Eligible: 2,614**

Total Sample: 2,230

Percent of Assigned in Sample: 75%

Percent of Eligible in Sample: 85%

* Assigned strength as of 2 December 1987

** Excludes those in PCS, retirement, discharge, or hospital status; and those with less than 6 weeks on the job

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE
AFSC 981X0

<u>PAYGRADE</u>	PERCENT OF ASSIGNED* (N=2,983)	PERCENT OF SAMPLE (N=2,230)
AIRMAN	34	33
E-4	33	33
E-5	17	18
E-6	9	9
E-7	5	5
E-8	1	1
E-9	<u>**</u>	<u>**</u>
TOTAL	99	99

* Assigned strength as of 2 December 1987
** Less than 1 percent

NOTE: Columns do not add to 100 percent due to rounding

Data Processing and Analysis

Once the completed survey booklets are received from the field, demographic data, such as name, duty AFSC, and time in career ladder, are manually entered to form one computer file. Responses to task statements and background information, on the other hand, are elicited on machine-readable pages, which are optically scanned to become another computer file. The two files are merged to form single case records for each respondent. A set of automated procedures, the Comprehensive Occupational Data Analysis Programs (CODAP), then creates a job description for each respondent. Each job description represents a unique set of tasks performed by that individual, along with the relative time spent on each task. In addition, composite job descriptions are produced for members of various demographic groups. These job descriptions are used for much of the occupational analyses discussed in this report.

Task Factor Administration

Managers who make decisions about occupational structures, manning requirements, and training programs need task factor data (training emphasis and task difficulty ratings) as well as job descriptions. The occupational survey process provides these data by asking selected E-6 and E-7 supervisors to complete either a training emphasis (TE) or task difficulty (TD) booklet. These booklets are processed separately from the job inventories, and TE and TD data are used in several analyses discussed later in this report.

Training Emphasis (TE). Training emphasis refers to the estimated amount of structured training required by first-enlistment personnel to perform tasks successfully. Structured training is defined as training provided by resident technical schools, field training detachments (FTDs), mobile training teams (MTTs), formal on-the-job training (OJT), or any other organized training method. To obtain this measure for the 981X0 AFSC, 48 experienced AFSC 98170 supervisors rated the tasks in the inventory on a 10-point TE scale ranging from 0 (no training required) to 9 (much structured training required). Interrater reliability for this study's TE ratings was calculated and found acceptable.

TE ratings, when used with percent members performing values and TD ratings, can help validate the need for organized training and provide insight into the 3-skill level training codes needed on individual STS elements.

Task Difficulty (TD). Task difficulty ratings represent the estimate of the length of time the average airman takes in learning how to perform each task listed in the inventory. Fifty-three experienced AFSC 98170 supervisors rated the difficulty of the tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Ratings are adjusted so that tasks of average difficulty have a value of 5.0. Interrater reliability was again calculated and found acceptable.

Automated Training Indicators (ATI)

The computer takes the TE and TD ratings for each task in the inventory, the percent of first-enlistment respondents performing each task, and the training decision table found in Attachment 1 to ATCR 52-22, and computes an Automated Training Indicator (ATI) value for each task. This ATI value, the TE and TD values, as well as the percent of various groups of respondents performing each task, are the data used to make decisions about training requirements. These data are discussed later in the Training Analysis section of the OSR.

SPECIALTY JOBS (Career Ladder Structure)

The first step in the analysis process is to identify the structure of the career ladder in terms of jobs performed. CODAP assists by creating an individual job description for each respondent based on the tasks performed and the relative amount of time spent on each task. In simplified terms, the CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive iterations, or stages, new members are added to the initial group, and new groups are formed based on the emerging differences between tasks and time spent ratings. This process continues until all survey respondents have been assigned to a group.

The basic group that CODAP uses in the clustering process is the job. The job is a group of individuals who perform many of the same tasks and spend a similar amount of time performing them. Within a job, variations may occur. When several jobs are similar, they form a cluster. When members of a job perform tasks that are so different that they cannot be included in a cluster, they are referred to as being an independent job. Less frequently, certain members of an occupation lack the similarities in tasks performed, and times spent on such tasks, with the result that isolates are formed. These definitions were used to describe the Dental Assistant specialty and the variations in jobs within the specialty. In addition, this information was used to evaluate the accuracy and completeness of AFR 39-1 Specialty Descriptions, the STS, and how career ladder members are being used.

Structure Overview

Survey data show there are six occupational-specific jobs and one supervisory job performed by members of the career ladder (Figure 1). These seven jobs account for 95 percent (2,118) of the 2,230 personnel surveyed and are listed below. The relative time spent by respondents in each duty is presented in Table 3. Selected background information on members working in each job is presented in Table 4. The stage (STG) number beside the job title is an internal group reference number assigned by CODAP. The letter "N" refers to the number of respondents in each cluster or job identified during the analysis process.

981 XO DISTRIBUTION ACROSS SPECIALTY JOBS

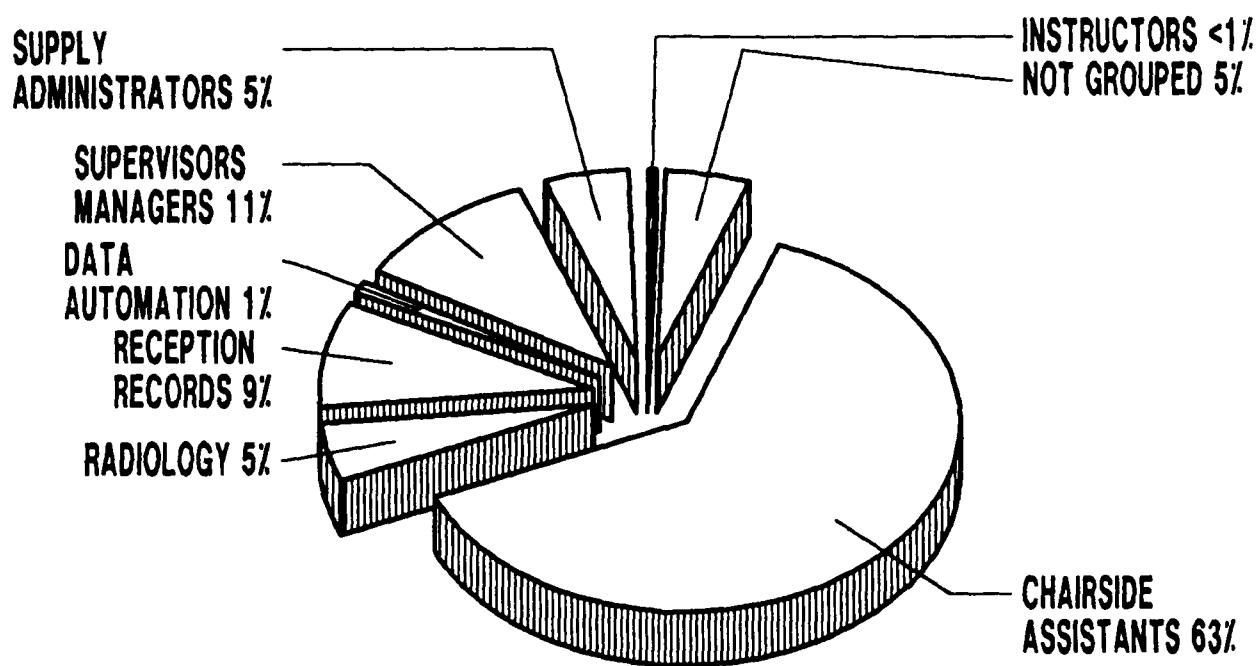


FIGURE 1

TABLE 3
DISTRIBUTION OF DUTY TIME SPENT BY MEMBERS OF CAREER LADDER JOBS
(RELATIVE PERCENT OF JOB TIME)

	DENTAL CHAIRSIDE ASSTS (N=1,405)	DENTAL RADL ASSTS (N=113)	DENTAL RECEPTION/ RCRDS PERS (N=200)	DENTAL AUTON PERS (N=30)	DENTAL DATA SUPRS/ MGRS (N=256)	DENTAL SUPPLY ADMINISTRATORS (N=103)	DENTAL CLROOM INSTRS (N=11)
A ORGANIZING AND PLANNING	1	2	4	5	17	7	3
B DIRECTING AND IMPLEMENTING	1	3	7	15	18	7	5
C INSPECTING AND EVALUATING	1	2	4	13	20	7	7
D TRAINING	1	3	4	10	10	5	40
E PERFORMING ADMINISTRATIVE FUNCTIONS	8	7	71	51	19	6	7
F PERFORMING GENERAL SUPPLY FUNCTIONS	3	3	1	1	5	53	8
G MAINTAINING FACILITIES AND EQUIPMENT	20	5	2	1	3	7	10
H MIXING OR PREPARING DENTAL MATERIALS	9	1	1	*	1	1	1
I PERFORMING GENERAL SUPPORT FUNCTIONS	19	7	2	1	2	2	2
J PERFORMING DENTAL ASSISTANT FUNCTIONS	16	3	1	*	1	1	2
K PERFORMING PREVENTIVE DENTISTRY FUNCTIONS	13	2	1	*	2	1	5
L PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS	6	59	1	*	2	3	9
M PERFORMING MEDICAL READINESS FUNCTIONS	2	2	1	3	2	1	*

* Denotes less than 1 percent

TABLE 4
SELECTED BACKGROUND DATA FOR CAREER LADDER JOBS
AFSC 981X0

	DENTAL CHAIRSIDE ASSTS (STG063)	DENTAL RADOL ASSTS (STG147)	DENTAL RECEPTION/ RCRDS PERS (STG070)	DENTAL DATA AUTOM PERS (STG059)	DENTAL SUPVRS/ MGRS (STG046)	DENTAL SUPPLY ADMINISTRATORS (STG168)	DENTAL CLROOM INSTRS (STG055)
NUMBER IN GROUP	1,405	113	200	30	256	103	11
PERCENT OF SAMPLE (N=2,230)	63	5	9	1	11	5	*
PERCENT IN CONUS	75	79	79	70	73	73	100
DAFSC DISTRIBUTION (PERCENT)							
98130	15	5	4	0	0	2	0
98150	77	80	69	57	13	43	100
98170	8	15	28	43	70	55	0
98190	0	0	0	0	12	0	0
98100	0	0	0	0	5	0	0
PREDOMINANT PAYGRADES	E-3/4	E-4/5	E-4/5	E-5/6/4	E-7/6	E-6/5	E-5/6/4
AVERAGE TICF (MOS)	45	66	79	89	174	126	91
AVERAGE TAFMS (MOS)	49	69	84	99	192	132	108
PERCENT IN FIRST ENLISTMENT (TAFMS)	67	44	36	7	2	8	0
AVERAGE NUMBER OF TASKS PERFORMED	98	68	33	19	98	107	32
AVERAGE NUMBER SUPERVISED	3	2	3	3	6	3	2
PERCENT SUPERVISING	22	47	53	77	91	87	9

* Less than 1 percent

- I. DENTAL CHAIRSIDE ASSISTANTS (STG063, N=1,405)
- II. DENTAL RADIOLOGY PERSONNEL (STG147, N=113)
- III. DENTAL RECEPTION AND RECORDS PERSONNEL (STG070, N=200)
- IV. DENTAL DATA AUTOMATION PERSONNEL (STG059, N=30)
- V. DENTAL SUPERVISORS AND MANAGERS (STG046, N=256)
- VI. DENTAL SUPPLY PERSONNEL (STG168, N=103)
- VII. DENTAL CLASSROOM INSTRUCTORS (STG055, N=11)

Descriptions of Career Ladder Jobs

Brief descriptions of the seven jobs performed by DAFSC 981X0 personnel are presented below. Representative tasks performed by respondents in each of the jobs are listed in Appendix A.

Before commencing with the discussion, it should be emphasized that across the 2,230 members surveyed, and the total of 440 tasks performed by the AFSC 981X0 occupation, individuals do not separate out cleanly into "black and white" categories. Because of the differing experience levels of individuals, differences in size, location, role, manning of various dental facilities, and other unique circumstances, AFSC 981X0 individuals can become involved to varying degrees across a broad spectrum of activities. Some individuals' roles touched on virtually all 13 duties, essentially making them "jacks of all trades." Other individuals showed a tendency toward performing tasks in only certain duties and very few tasks in other duties.

I. DENTAL CHAIRSIDE ASSISTANTS (STG063, N=1,405). This very large core job includes nearly two-thirds of the members of the AFSC 981X0 career ladder. Collectively, members of this job touch on all duties and perform all of the 440 tasks listed in the inventory. Their distinction lies, however, in their primarily technical involvement in assisting the dental officer in the proximity of a dental chair, as opposed to the more peripheral involvements typical of the radiology, administration, supervision/management, or instruction functions. In terms of their reported titles, over three-quarters of the members of this Chairside Assistant job labeled themselves as "Restorative Assistants" and NCOICs (30 percent); "Preventive Dentistry Technicians" and NCOICs (25 percent); "Prosthodontic Assistants" and NCOICs (9 percent); "Examination Room Assistants" and NCOICs (7 percent); and "Endodontic Assistants" (5 percent).

Survey results showed that members of this job spend between 13 and 20 percent of their time in each of the duties of maintaining facilities and equipment, performing general support functions, performing dental assistant

functions, and performing preventive dentistry. Two-thirds of the personnel in this job are in their first enlistment, and the large majority (77 percent) are employed at the 5-skill level. While DAFSC 98130 personnel comprise only 15 percent of the total Dental Chairside Assistant personnel, it is nevertheless this job which employs nearly all such personnel entering the career ladder. In terms of paygrade, 84 percent are in paygrades E-1 to E-4, with successively fewer in grades E-5 through E-7 and none in the higher paygrades. An average of 98 tasks are performed, the most representative of which derive from the duties of Maintenance and General Support, and include the following:

- prepare Dental Treatment Room (DTR) to receive patients
- sterilize dental instruments
- clean dental instruments
- seat patients
- clean dental equipment
- dismiss patients
- disinfect dental instruments
- disinfect dental equipment, other than X-Ray units
- restore DTR supply levels
- lubricate hand pieces

Of the top 50 tasks which represent the majority of time spent for the Dental Chairside Assistant job, only 3 are administrative (involving making entries on various forms), and no tasks occur from the supply or the 4 management/supervisory duties. A more comprehensive listing of tasks performed by members of the Dental Chairside Assistant job is given in Appendix A-1.

Several job variations occur within the core Dental Chairside Assistant job. These job variations demonstrate a trend of both increasing task involvement (from narrow roles such as exam/diagnosis/emergency treatment, to wider, "jack of all trade" roles), and type of technical specialization. Examples of the latter specialized roles are those performed by relatively large subgroups of Restorative/Prosthodontic Assistants (N=771), Preventive Dentistry Assistants (N=300), and Periodontal and Oral/Maxillofacial Surgery Assistants (N=117).

II. DENTAL RADIOLOGY PERSONNEL (STG147, N=113). The second job within the 981X0 AFSC is comprised of Dental Radiology Personnel. These incumbents clearly specialize in the radiology duty, where they spend nearly 60 percent of their time. Time spent in other duties is very low in comparison with other dental personnel. The majority of these personnel are beyond their first enlistment. The large majority (80 percent) are employed at the 5-skill level. Over two-thirds of the Radiology Personnel are in paygrades E-1 through E-4, and nearly half have supervisory responsibilities. Examples of commonly performed tasks include:

- expose bitewing radiographs
- mount and label dental radiographs
- develop radiographic film using automatic developing apparatus
- shield patients from radiation
- expose apical radiographs using paralleling technique
- expose panoramic radiographs
- sterilize extension cone paralleling (XCP) instruments
- disinfect X-Ray unit

A more complete list of tasks performed is given in Appendix A-2. By self-report, virtually all of the members of this group described their job as Dental X-Ray Technician (or NCOIC).

III. DENTAL RECEPTION AND RECORDS PERSONNEL (STG070, N=200). The third job within the 981X0 AFSC is that encompassing the reception and records functions. These personnel spend three-quarters of their time in the administration duty. More than half are beyond their first enlistment, and two-thirds are employed at the 5-skill level, with the remainder at the 7-skill level. Approximately half are at paygrades E-5 through E-7, and a similar number have supervisory responsibilities. The most discriminating tasks, none of which are unique to the job, include:

- prepare dental records for patients being transferred
- verify eligibility for dental care through identification cards
- retire dental health records
- update dental appointment registers
- verify eligibility for dental care through Defense Enrollment eligibility Reporting System (DEERS)

A more complete list of representative tasks performed by Dental Reception and Records Personnel is given as Appendix A-3. Over half (51 percent) of the members of this job describe their title as "Dental Clinic Receptionist", while other titles used are "Dental Records and Reception NCOIC" (32 percent), and "Administrative Clerk" (18 percent).

IV. DENTAL DATA AUTOMATION PERSONNEL (STG059, N=30). Members of this small job are characterized by a low average number of tasks performed (19) and an emphasis on tasks of a data-handling nature. They spend over half of their time in the administration duty, followed by 13 to 15 percent each in the two managerial functions of directing and implementing, and inspecting and evaluating. Training accounts for a further 10 percent of time spent. There is negligible involvement in the core Chairside Assistant, Supply, and Radiology duties. A large majority of personnel in this job have supervisory responsibilities, are employed at the 5- or 7- skill levels, and have paygrades E-4 through E-6. Only 10 tasks account for over one-half of total time spent and include the following:

keypunch procedures off AF Forms 644 and 644A Series
(Record of Dental Attendance)
process automated dental treatment data
review pseudo remote listings
write APR
review Periodic Dental Examination Programs (PDEP)
make entries on training records
review Base Dental Service Reports
supervise Dental Assistant Specialists (AFSC 98150)
review edit and error listings
update Broken Appointment Data Reports

A more comprehensive list of the representative tasks of the Dental Data Automation job is given as Appendix A-4. Virtually all of the members of this group described their job title as "Dental Data Automation Technician" (47 percent) and/or NCOIC Dental Data Systems (60 percent).

V. DENTAL SUPERVISORS AND MANAGERS (STG046, N=256). Although other dental support personnel have some supervisory responsibility, members of this job tend to focus primarily on supervision and management tasks, spending 83 percent of their duty time in the four management duties and the administrative duty (Duties A through E). Virtually all members are in their second or subsequent enlistment, are at the 7-skill level or above, and over half are at paygrades E-6 to E-9. The most discriminating tasks for this job, performed by over two-thirds of its members, are:

supervise Dental Technicians (AFSC 98170)
review and edit recommendations for awards and decorations
evaluate inspection reports
analyze workload requirements
review incoming or outgoing correspondence
initiated personnel action requests, such as AF Forms 2095
(Assignment/Personnel Action)

A more comprehensive listing of tasks representative of the Supervisory/Management job is given as Appendix A-5. Self-described job titles for these members included Dental Superintendent (26 percent), NCOIC Dental Clinic (21 percent), NCOIC Dental Services (16 percent), NCOIC Dental Records and Reception (11 percent), and Dental Manager (7 percent). Functionally, over 70 percent of these personnel consider themselves "administrators."

VI. DENTAL SUPPLY PERSONNEL (STG168, N=103). Members of this job spend a majority of their time on the single duty of Perform General Supply Functions. Virtually all members are beyond their first enlistment, are at the 5- or 7-skill levels, and are in paygrades E-4 through E-7. The vast majority

(86 percent) are also in supervisory positions. Members perform 107 tasks on the average. This job has the largest number of unique and discriminating tasks within the 981X0 AFSC, including the following:

- maintain local purchase supply catalogs
- log turn-in lists or summaries
- maintain shopping guides
- maintain Federal Supply Catalog files
- locate information in commercial supply publications
- prepare letters of justification for supply-related matters
- make entries on DD Forms 1348-6 (DOD Single Line Item Requisition System Document)
- maintain user manuals of dental equipment

A more complete listing of tasks representative of the Supply job is given as Appendix A-6. Common job titles reported by members of this group were "Supply NCOIC" (71 percent) or Supply Assistant (10 percent).

VII. DENTAL CLASSROOM INSTRUCTORS (STG055, N=11). The last job identified in the AFSC 981X0 career ladder is that comprising Dental Classroom Instructors. Forty percent of their job time is spent on training. All members are beyond their first enlistment, 82 percent are at the E-5 paygrade, and all positions are at the 5-skill level. All of the members of this group are located at Sheppard AFB TX, and are involved in the presentation of the 3-level Dental Assistant Course. It was observed that four of the five or six instructors typically involved with the 7-skill level course did not form part of the above-mentioned Classroom Instructor job, but grouped separately, along with several OJT supervisors.

A sample of some of the typical tasks performed by members of this group include:

- administer tests
- score tests
- prepare lesson plans
- conduct specialized training, such as Cardiopulmonary Resuscitation (CPR)

A more complete listing of representative tasks performed is given in Appendix A-7.

Comparison to Previous Survey

Jobs identified in the present survey were compared to those reported in the 1982 OSR (see Table 5). Overall, the major clusters and jobs can be matched, indicating relative stability of the structure of work in this specialty.

Summary

The majority of personnel within the AFSC 981X0 career ladder perform the core job of Dental Chairside Assistant. Six other AFSC 981X0 jobs were identified in the current occupational analysis, including Radiology, Reception and Records, Dental Data Automation, Supervision and Management, Supply, and Instruction. All of the jobs described are compatible with the current AFR 39-1 classification structure of the career ladder; and while job titles are slightly different than those used 6 years ago, the jobs and tasks performed have remained relatively stable over the years.

CAREER LADDER PROGRESSION

Analysis of DAFSC groups, together with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed by members of the various skill-level groups which in turn may be used to evaluate how well career ladder documents, such as AFR 39-1 Specialty Descriptions and the STS, reflect what members of the various skill level groups are doing.

The distribution of skill-level groups across the specialty jobs is displayed in Table 6. The relative time members of the various DAFSC groups spend on duties is shown in Table 7. These data, and that from Table 4, demonstrate there is a general progression from the "hands-on" technical job of Dental Chairside Assistant to those of Radiology and Reception/Records, thence to either Instruction, Data Automation, or Supply Administration, and finally, to a primary role in Supervision and Management. It should be emphasized that this generalized sequence is based solely on observed data, and does not necessarily reflect either organizational or career management policies regarding the desired progression or perceived importance within the AFSC 981X0 career ladder. It should, nevertheless, be useful in training or related decisions, where it is important to know in which jobs 3-skill level personnel are first employed and which duties and tasks must be covered in the STS and POI.

Skill-Level Descriptions

DAFSC 98130/98150. Considerable overlap was observed between the duties and tasks performed between 3- and 5-skill level personnel. They are, therefore, discussed as one group for various analysis purposes. However, the two DAFSC groups will be discussed separately as to jobs performed, since job distribution differences were noted between the two groups. The data in Table 6 show that the vast majority (91 percent) of 3-skill level personnel are first employed in the Dental Chairside Assistant job, with only a very few (3 percent each) found in either the Radiology or Reception and Records jobs. At the 5-skill level, personnel are still largely assigned to the Dental

TABLE 5
COMPARISON OF AFSC 981X0 JOBS BETWEEN OCCUPATIONAL SURVEYS

1988 SURVEY (N=2,230)		1982 SURVEY (N=1,597)	
I.	DENTAL CHAIRSIDE ASSISTANTS (STG063, N=1,405)	I.	DENTAL ASSISTANTS (GRP102, N=695)
II.	DENTAL RADIOLOGY PERSONNEL (STG147, N=113)	II.	EXAM ROOM ASSISTANTS (GRP083, N=19)
III.	DENTAL RECEPTION/RECORDS PERSONNEL (STG070, N=200)	III.	ORAL HYGIENISTS (GRP082, N=187)
IV.	DENTAL DATA AUTOMATION PERSONNEL (STG059, N=30)	IV.	DENTAL TECHNICIAN SUPERVISORS (GRP090, N=100)
V.	SUPPLY PERSONNEL (STG168, N=103)	V.	RECEPTIONIST-DENTISTS ASSISTANTS (GRP081, N=11)
VI.	-	VI.	RADIOGRAPHIC PERSONNEL (GRP031, N=103)
VII.	-	VII.	RECEPTION RECORDS PERSONNEL (GRP114, N=132)
IX.	-	IX.	AUTOMATED DATA INPUT PERSONNEL (GRP099, N=7)
X.	-	X.	DATA PROCESSING PERSONNEL (GRP093, N=7)
XII.	-	XII.	DENTAL SUPPLY ADMINISTRATORS (GRP092, N=61)
XIII.	-	XIII.	MANAGERS (GRP056, N=157)
XIV.	CLASSROOM INSTRUCTORS (STG055, N=11)	XIV.	RESIDENT TECHNICAL TRAINING INSTRUCTORS (GRP044, N=18)
VIII.	-	VIII.	CLERKS (GRP080, N=12)
XI.	-	XI.	MAINTENANCE PERSONNEL (GRP106, N=6)

TABLE 6
DISTRIBUTION OF SKILL LEVEL MEMBERS IN
CAREER LADDER JOBS

JOBS	DAFSC				
	98130 (N=233)	98150 (N=1,487)	98170 (N=462)	98190 (N=33)	98100 (N=15)
CHAIRSIDE ASSISTANT	91	73	24	-	-
RADIOLOGY	3	6	4	-	-
RECEPTION/RECORDS	3	9	12	-	-
DATA AUTOMATION	-	1	3	-	-
SUPERVISORY/MANAGERIAL	-	2	39	94	80
SUPPLY	1	3	12	-	-
CLASSROOM INSTRUCTION	-	1	-	-	-
UNGROUPED	<u>2</u>	<u>5</u>	<u>5</u>	<u>6</u>	<u>20</u>
TOTAL	100	100	100	100	100

- 0 percent

TABLE 7

DISTRIBUTION OF TIME SPENT ON DUTIES BY MEMBERS OF SKILL LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	98130 (N=233)	98150 (N=1,487)	98170 (N=462)	98190/00 (N=48)
A ORGANIZING AND PLANNING	1	2	10	18
B DIRECTING AND IMPLEMENTING	1	3	12	19
C INSPECTING AND EVALUATING	1	2	12	28
D TRAINING	*	2	7	8
E PERFORMING ADMINISTRATIVE FUNCTIONS	9	16	21	14
F PERFORMING GENERAL SUPPLY FUNCTIONS	3	5	10	16
G MAINTAINING FACILITIES AND EQUIPMENT	20	16	7	2
H MIXING OR PREPARING DENTAL MATERIALS	12	7	1	*
I PERFORMING GENERAL SUPPORT FUNCTIONS	20	15	5	1
J PERFORMING DENTAL ASSISTANT FUNCTIONS	17	12	3	*
K PERFORMING PREVENTIVE DENTISTRY FUNCTIONS	7	11	5	1
L PERFORMING DENTAL RADIOGRAPHIC FUNCTIONS	9	9	4	1
M PERFORMING MEDICAL READINESS FUNCTIONS	1	2	2	2

* Denotes less than 1 percent

Chairside Assistant job (73 percent) with far smaller percentages (6 and 9 percent, respectively) in Radiology and Reception and Records. Only token representation occurs in the other jobs. Representative tasks performed by DAFSC 98130/50 personnel are shown in Table 8.

DAFSC 98170. DAFSC 98170 personnel are involved in all but the Classroom Instructor job. As expected, the highest proportion (39 percent) are in the Supervisors and Managers job. However, 24 percent are still working as Dental Chairside Assistants, and 12 percent are found in both the Reception and Records job and the Supply job. Allocation of time spent across duties for 7-skill level personnel is shown in Table 7. Representative tasks performed by these DAFSC members are listed in Table 9. Tasks which best differentiate between the 3- and 5-skill levels and the 7-skill level are shown in Table 10. The greatest difference between the two DAFSC groups relate to supervisory tasks performed by 7-skill level personnel.

DAFSC 98190/98100. Both DAFSC 98190 and 98100 CEM (Chief Enlisted Manager) personnel are restricted to the Supervisors and Managers job. Common tasks performed are listed in Table 11. Tasks which best differentiate between the AFSC 98170 and 98190/00 skill levels are shown in Table 12.

Summary

Dental Assistant personnel progress typically through the skill levels. Three- and 5-skill level members perform the more technical tasks, 7-skill level members are first-line supervisors, and the 9-skill level and CEM personnel are the managers of the career ladder.

AFR 39-1 SPECIALTY JOB DESCRIPTION ANALYSIS

The current AFR 39-1 Specialty Description for the career ladder was compared to job descriptions for each job identified and for each DAFSC group. The AFSC 98130/98150 description generally describes the major jobs and tasks performed by these skill level personnel. However, some revision may be necessary. For instance, input from members of a Specialty Knowledge Test (SKT) team on TDY to the USAF Occupational Measurement Center recommended a change in wording for the AFSC 98110/30/50 description, paragraph 2d, line 3, from "keypunch" to "data entry." Keypunch machines have been phased out of use in dental clinics, and all dental data entry is now accomplished on computer terminal keyboards. A second recommendation was that of adding a paragraph 2e to emphasize that oral hygiene care is a vital part of the 5-skill level responsibilities. The suggested wording is:

"Performs oral hygiene tasks. Performs oral prophylaxis and periodontal scaling. Uses and sharpens dental hand instruments. Uses mechanical instruments and Oral Hygiene

TABLE 8

EXAMPLES OF REPRESENTATIVE TASKS
PERFORMED BY 98130/50 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I280 PREPARE DENTAL TREATMENT ROOM (DTR) TO RECEIVE PATIENTS	79
G240 STERILIZE DENTAL INSTRUMENTS	79
I288 SEAT PATIENTS	79
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	77
G214 CLEAN DENTAL EQUIPMENT	77
I272 DISMISS PATIENTS	76
G215 CLEAN DENTAL INSTRUMENTS	75
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	74
G221 DISINFECT DENTAL INSTRUMENTS	73
G220 DISINFECT DENTAL EQUIPMENT, OTHER THAN X-RAY UNITS	73
I286 RESTORE DTR SUPPLY LEVELS	73
I287 REVIEW EXPIRATION DATES OF DENTAL INSTRUMENTS OR MATERIALS	73
I292 TAKE AND RECORD BLOOD PRESSURE	73
G231 LUBRICATE HAND PIECES	72
G219 CLEAN STERILIZERS	70
J297 ADJUST DENTAL CHAIRS	68
G222 FLUSH ORAL EVACUATOR SYSTEMS	67
J340 RETRACT PATIENTS CHEEKS, LIPS, OR ORAL TISSUES	64
G213 CLEAN AMALGAM TRAPS	64
E130 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORMS 603 AND 603A (HEALTH RECORD - DENTAL)	63
J303 ASPIRATE AND IRRIGATE ORAL CAVITY	63
E113 INITIATE AF FORMS 696 (DENTAL PATIENT MEDICAL HISTORY)	61
J318 PASS INSTRUMENTS OR MATERIALS	60
J314 DRAPE PATIENTS FOR OTHER THAN SURGICAL PROCEDURES	58
J319 PERFORM FOUR-HANDED DENTISTRY TECHNIQUES	57
I284 PREPARE SETUPS FOR USE	56
E142 REVIEW DD FORMS 2005 (PRIVACY ACT STATEMENT - HEALTH CARE RECORDS)	53
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE)) FOLDERS	51

TABLE 9
EXAMPLES OF REPRESENTATIVE TASKS
PERFORMED BY 98170 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C76 WRITE APR	91
B45 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 98150)	78
B29 COUNSEL PERSONNEL ON JOB PROGRESSION	76
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	75
D103 MAKE ENTRIES ON TRAINING RECORDS	71
C59 EVALUATE PERSONNEL FOR COMPLIANCE WITH AIR FORCE PERSONNEL STANDARDS	62
A4 DETERMINE WORK PRIORITIES	61
C71 PERFORM SELF-INSPECTIONS	61
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	60
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	57
C62 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	57
D85 COUNSEL TRAINEES ON TRAINING PROGRESS	57
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	54
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE)) FOLDERS	52
E130 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORMS 603 AND 603A (HEALTH RECORD - DENTAL)	52
B42 INTERPRET DIRECTIVES FOR SUBORDINATES	52
E117 INVENTORY DENTAL HEALTH RECORDS	51
A14 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	51
A15 ESTABLISH WORK SCHEDULES	50
A18 PLAN WORK ASSIGNMENTS	49
E142 REVIEW DD FORMS 2005 (PRIVACY ACT STATEMENT - HEALTH CARE RECORDS)	47
E113 INITIATE AF FORMS 696 (DENTAL PATIENT MEDICAL HISTORY)	47
E135 PREPARE CORRESPONDENCE	43
E145 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	42
B47 SUPERVISE DENTAL TECHNICIANS (AFSC 98170)	41
E146 REVIEW PERIODIC DENTAL EXAMINATION PROGRAMS (PDEP)	35
E158 VERIFY ELIGIBILITY FOR DENTAL CARE THROUGH IDENTIFICATION CARDS	34
E153 UPDATE DENTAL APPOINTMENT REGISTERS	28

TABLE 10

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
98130/50 AND DAFSC 98170 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	98130/50 (N=1,720)	98170 (N=462)	DIFFERENCE
I280 PREPARE DENTAL TREATMENT ROOM (DTR) TO RECEIVE PATIENTS	79	34	45
I290 STERILIZE DENTAL INSTRUMENTS	78	34	44
I286 RESTORE DTR SUPPLY LEVELS	73	29	44
G214 CLEAN DENTAL EQUIPMENT	77	33	44
G215 CLEAN DENTAL INSTRUMENTS	75	32	43
I288 SEAT PATIENTS	79	36	43
G220 DISINFECT DENTAL EQUIPMENT, OTHER THAN X-RAY UNITS	73	30	43
G221 DISINFECT DENTAL INSTRUMENTS	73	20	43
G219 CLEAN STERILIZERS	70	27	43
G213 CLEAN AMALGAM TRAPS	64	21	43
<hr/>			
B42 INTERPRET DIRECTIVES FOR SUBORDINATES	7	52	-45
B26 CONDUCT ORIENTATIONS FOR NEWLY ASSIGNED PERSONNEL	13	59	-46
C62 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	9	57	-48
C59 EVALUATE PERSONNEL FOR COMPLIANCE WITH AIR FORCE PERSONNEL STANDARDS	13	62	-49
C78 WRITE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	6	57	-51
D103 MAKE ENTRIES ON TRAINING RECORDS	19	71	-52
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	17	75	-58
B29 COUNSEL PERSONNEL ON JOB PROGRESSION	17	76	-59
B45 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 98150)	18	78	-60
C76 WRITE APR	23	91	-69

TABLE 11
EXAMPLES OF REPRESENTATIVE TASKS
PERFORMED BY 98190/00 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B42 INTERPRET DIRECTIVES FOR SUBORDINATES	96
C62 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	96
C76 WRITE APR	96
C78 WRITE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	96
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	94
C55 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	94
B27 CONDUCT STAFF MEETINGS	94
C74 REVIEW BASE DENTAL SERVICE REPORTS	92
C59 EVALUATE PERSONNEL FOR COMPLIANCE WITH AIR FORCE PERSONNEL STANDARDS	92
A4 DETERMINE WORK PRIORITIES	92
C56 EVALUATE INSPECTION REPORTS	92
A3 DETERMINE PERSONNEL REQUIREMENTS	90
B47 SUPERVISE DENTAL TECHNICIANS (AFSC 98170)	90
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	90
B29 COUNSEL PERSONNEL ON JOB PROGRESSION	90
C71 PERFORM SELF-INSPECTIONS	90
C73 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS AND DECORATIONS	87
A13 ESTABLISH ORGANIZATIONAL POLICIES	87
C77 WRITE INSPECTION REPORTS	87
C54 EVALUATE DIRECTIVES	85
C50 ANALYZE WORKLOAD REQUIREMENTS	85
C75 REVIEW MANPOWER CHANGE REQUESTS	85
A14 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	83
B41 INITIATE PERSONNEL ACTION REQUESTS, SUCH AS AF FORMS 2095 (ASSIGNMENT/PERSONNEL ACTION)	83
E135 PREPARE CORRESPONDENCE	81
C72 PREPARE AF FORMS 299 (DENTAL SERVICE MANAGEMENT REPORT)	81
E145 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	77
E121 MAINTAIN CORRESPONDENCE FILES	77
B39 IMPLEMENT SELF-INSPECTION PROGRAMS	75

TABLE 12

EXAMPLES OF TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSC
98170 AND DAFSC 98190/00 PERSONNEL
(PERCENT MEMBERS PERFORMING)

<u>TASKS</u>	<u>98170 (N=462)</u>	<u>98190/00 (N=48)</u>	<u>DIFFERENCE</u>
B45 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 98150)	78	29	49
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	57	19	38
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	60	25	35
G231 LUBRICATE HAND PIECES	33	2	31
E113 INITIATE AF FORMS 696 (DENTAL PATIENT MEDICAL HISTORY)	47	17	30
I286 RESTORE DTR SUPPLY LEVELS	29	2	27
D86 DEMONSTRATE CLEANING OF EQUIPMENT OR INSTRUMENTS	33	6	27
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE)) FOLDERS	52	25	27
G240 STERILIZE DENTAL INSTRUMENTS	37	10	27
B28 COORDINATE LOCAL DENTAL POLICIES WITH OTHER UNITS	28	81	-53
C67 MAINTAIN DENTAL ACCREDITATION FILES	13	67	-54
C61 EVALUATE SUGGESTIONS	26	81	-55
C60 EVALUATE PROPOSED PUBLICATIONS	19	75	-56
C51 CONDUCT JOB INTERVIEWS	23	79	-56
C73 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS AND DECORATIONS	30	88	-58
C54 EVALUATE DIRECTIVES	27	85	-58
C56 EVALUATE INSPECTION REPORTS	32	92	-60
A13 ESTABLISH ORGANIZATIONAL POLICIES	24	88	-64
C75 REVIEW MANPOWER CHANGE REQUESTS	21	85	-64

aids to provide oral prophylactic services. Instructs prophylactic services. Instructs patients in oral hygiene procedures. Applies anticariogenic agents".

Such changes are supported by the analysis results.

The current AFR 39-1 description for 7-skill level personnel, however, may actually be misleading, as it infers that the roles of 7-skill level technicians are predominantly "hands on," whereas such an inference is not supported by analysis of the data. Some discussion of the largely administrative-management nature of the job must be included if it is to present an accurate picture of the overall 7-skill level job. In terms of technical content, the 7-level description should place greater emphasis on the involvement in Dental Supply, where over half of this job is comprised of 7-skill level personnel, and Data Automation, where 43 percent of the job incumbents are 7-skill level. Conversely, the 7-skill level description could deemphasize the maintenance role. As shown in Table 7, this duty (Duty G) is not a major part of the job of 7-skill level members.

The AFR 39-1 description for DAFSCs 98190/98100 is generally supported by survey data. Table 7 shows that all but a very small fraction of their time is spent in the four management duties, the administrative duty, and the supply duty. Specific items which might be added are: "maintain dental accreditation files," and "interpret directives for subordinates."

TRAINING ANALYSIS

Occupational survey data are a source of information which are used to evaluate the training documents for the specialty. The three most commonly used types of data are: (1) percent of first-enlistment personnel performing tasks, (2) ratings of how much training emphasis tasks should receive in the entry-level resident course, and (3) ratings of relative difficulty of tasks. These data were used to review the AFSC 981X0 STS. The POI document for the basic course was also reviewed; however, since it was in the process of being revised a draft copy of the revision was used for analysis purposes. It should be noted that many of the learning objectives for the Dental Assistant Specialty require knowledges rather than task performances, a factor which precludes matching of numerous POI items with the performance-oriented tasks in the job inventory.

Secondary factors (TE and TD) may be used in conjunction with percent members performing figures to determine what tasks should be emphasized in entry-level training. Tasks with high TE and TD rating and performed by moderate to high percentages of first-enlistment personnel are normally taught in resident courses, while tasks with high TE and TD ratings and low percentages of first-enlistment personnel performing may be more appropriate for OJT. Tasks rated low in TE and TD are generally not included in any formal training, unless their inclusion can be justified by percent members performing, command concerns, or criticality. Products in the Training Extract contain

several listings of tasks with accompanying TE and TD ratings and percent members performing figures. Training development personnel will find these listings extremely helpful in reviewing training requirements for the AFSC 981X0 career ladder.

Table 13 lists those tasks with the highest TE ratings, along with percent first job (1-24 months TAFMS) and first enlistment (1-48 months TAFMS) performing data, and the corresponding TD ratings. That table shows that high numbers of first-job and first-enlistment personnel (two-thirds or greater) are involved with some of the tasks given the highest training emphasis - notably those involving contamination control (sterilizing, disinfecting and cleaning required dental equipment and instruments), and the core, hands-on functions, "perform four-handed dentistry techniques" and "pass instruments or materials." Table 14 lists those tasks rated highest in TD, along with 1-48 months TAFMS, 5- and 7-skill level percent performing data, and the corresponding TE ratings. That table shows that the tasks rated highest in difficulty are, with a few exceptions, virtually all performed by DAFSC 98170 members. The exceptions, performed by a minority (13-39 percent) of first-enlistment personnel are:

perform triage
remove subgingival calculus, plaque, or stains from teeth
determine equipment requirements

The Training Extract contains a listing of the STS, the tasks matched to STS elements, percent first-enlistment personnel performing the tasks, and TE and TD ratings for matched tasks. Copies of the Extract have been forwarded to technical school personnel for their use in reviewing training documents for the career ladder. A summary of that information is presented below.

First-Enlistment Dental Assistant Personnel

Fifty percent (1,122) of the survey respondents indicated they are in their first enlistment (1-48 months TAFMS). As shown in Figure 2, the highest proportion of first-enlistment personnel (83 percent) are employed in the core Dental Chairside Assistant job. Smaller percentages are found in the Reception and Records job (8 percent) and the Radiology job (5 percent). Commonly performed tasks are listed in Table 15. From these data, it is clearly seen that entry-level training should be primarily directed towards the core job of Chairside Assistant, with secondary emphasis given to the Reception and Records and Radiology jobs.

Specialty Training Standards (STS)

A comprehensive review of STS 981X0, dated October 1984, compared STS items to survey data. To aid in the overall review of the STS, training personnel at the 3790th Medical Service Training Wing at Sheppard AFB matched job inventory tasks to appropriate STS line items. The first several, and

TABLE 13

TASKS WITH HIGHEST TRAINING EMPHASIS RATINGS

TASKS	PERCENT MEMBERS PERFORMING			TASK DIFF
	TNG EMP	1ST JOB	1ST ENL	
G240 STERILIZE DENTAL INSTRUMENTS	7.21	91	86	4.20
I281 PREPARE INFECTION CONTROL ROOM TO RECEIVE PATIENTS	7.00	42	43	5.36
I273 DISPOSE OF CONTAMINATED MATERIALS FROM INFECTION CONTROL ROOM	6.81	43	43	4.79
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	6.77	73	76	4.39
I280 PREPARE DENTAL TREATMENT ROOM (DTR) TO RECEIVE PATIENTS	6.77	92	87	4.05
G231 LUBRICATE HAND PIECES	6.73	86	80	3.95
I277 PERFORM CARDIOPULMONARY RESUSCITATIONS (CPR)	6.71	24	25	6.31
L394 EXPOSE APICAL RADIOGRAPHS USING PARALLELING TECHNIQUE	6.71	40	39	5.36
I292 TAKE AND RECORD BLOOD PRESSURE	6.67	86	80	4.06
I270 DISASSEMBLE INFECTION CONTROL ROOM AFTER PATIENT CONTACT	6.65	40	41	5.92
L395 EXPOSE BITEWING RADIOGRAPHS	6.65	51	47	5.29
I278 PERFORM EMERGENCY PROCEDURES, SUCH AS TO PROVIDE OXYGEN TO PATIENTS	6.63	17	19	5.48
L400 EXPOSE PANORAMIC RADIOGRAPHS	6.52	42	39	5.29
J319 PERFORM FOUR-HANDED DENTISTRY TECHNIQUES	6.46	78	67	4.57
G221 DISINFECT DENTAL INSTRUMENTS	6.42	88	81	3.86
H252 MIX TEMPORARY FILLING MATERIALS	6.38	72	61	4.19
H243 MIX COMPOSITE RESINS	6.35	63	51	4.19
G215 CLEAN DENTAL INSTRUMENTS	6.33	89	83	3.70
E130 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORMS 603 AND 603A (HEALTH RECORD - DENTAL)	6.31	60	63	4.58
G214 CLEAN DENTAL EQUIPMENT	6.31	90	85	3.64
H244 MIX DENTAL CEMENTS	6.27	68	59	4.46
H250 MIX SILVER ALLOYS	6.27	56	46	3.90
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/ DENTAL (ORANGE) FOLDERS	6.23	41	47	3.65
G220 DISINFECT DENTAL EQUIPMENT, OTHER THAN X-RAY UNITS	6.19	85	81	3.86
J318 PASS INSTRUMENTS OR MATERIALS	6.19	82	70	4.31
J317 OBSERVE PATIENT FOR ADVERSE REACTION DURING TREATMENT	6.15	73	64	4.47

TABLE 14

TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	PERCENT MEMBERS PERFORMING				
	TASK DIFF	1-48 TAFMS (N=1,122)	98150 (N=1,487)	98170 (N=228)	TNG EMPH
A12 DRAFT BUDGET REQUIREMENTS	7.72	2	4	30	.06
D95 DEVELOP SPECIALTY KNOWLEDGE TESTS (SKT)	7.68	0	1	2	.08
A17 PLAN LAYOUT OF FACILITIES	7.44	2	2	13	.02
C78 WRITE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	7.42	1	1	57	1.08
D90 DEVELOP CAREER DEVELOPMENT COURSE (CDC) MATERIALS	7.27	1	1	4	.08
D96 DEVELOP SPECIALTY TRAINING STANDARDS (STS)	7.17	1	1	5	.10
A13 ESTABLISH ORGANIZATIONAL POLICIES	7.10	2	2	24	.15
D93 DEVELOP OJT PROGRAMS	7.10	1	4	17	.50
D98 ESTABLISH VOLUNTEER TRAINING PROGRAMS, SUCH AS RED CROSS	7.02	1	2	16	.40
A6 DEVELOP COST REDUCTION PROGRAMS	7.02	2	3	23	.15
F191 PREPARE SOLE-SOURCE LETTERS FOR LOCAL PURCHASE	7.02	1	4	16	.31
M439 PERFORM TRIAGE	6.88	14	15	15	3.06
C76 WRITE APR	6.86	3	26	91	2.23
C73 REVIEW AND EDIT RECOMMENDATIONS FOR AWARDS AND DECORATIONS	6.86	1	2	30	.31
C52 EVALUATE BUDGET REQUIREMENTS	6.85	1	3	30	.08
A8 DEVELOP QUALITY CONTROL PROGRAMS	6.84	3	6	22	.50
D83 CONDUCT SPECIALIZED TRAINING, SUCH AS CARDIOPULMONARY RESUSCITATION (CPR)	6.81	3	5	11	1.08
M440 SUTURE WOUNDS	6.80	3	4	5	1.79
C50 ANALYZE WORKLOAD REQUIREMENTS	6.76	2	5	33	.65
B44 SUPERVISE CIVIL SERVICE PERSONNEL	6.70	2	3	29	.10
F189 PREPARE LETTERS OF JUSTIFICATION FOR SUPPLY-RELATED MATTERS	6.70	2	5	20	.40
K379 REMOVE SUBGINGIVAL CALCULUS, PLAQUE, OR STAINS FROM TEETH	6.70	39	41	22	5.10
A3 DETERMINE PERSONNEL REQUIREMENTS	6.69	4	7	42	.38
C75 REVIEW MANPOWER CHANGE REQUESTS	6.66	1	2	21	.15
A5 DEVELOP CONTINUING EDUCATION PROGRAMS	6.65	4	8	31	.27
A24 WRITE JOB DESCRIPTIONS	6.63	1	5	36	.83
C63 INDORSE CIVILIAN PERFORMANCE APPRAISALS	6.61	1	1	15	.02
A2 DETERMINE EQUIPMENT REQUIREMENTS	6.57	13	16	39	.40
C67 MAINTAIN DENTAL ACCREDITATION FILES	6.57	1	1	13	.10
D97 DEVELOP TRAINING PROGRAMS, OTHER THAN OJT	6.53	1	1	14	.52
C68 MAINTAIN DENTAL MANAGER FILES	6.53	1	3	16	.00

981 XO FIRST-TERM DISTRIBUTION
ACROSS SPECIALTY JOBS (N= 1,122)

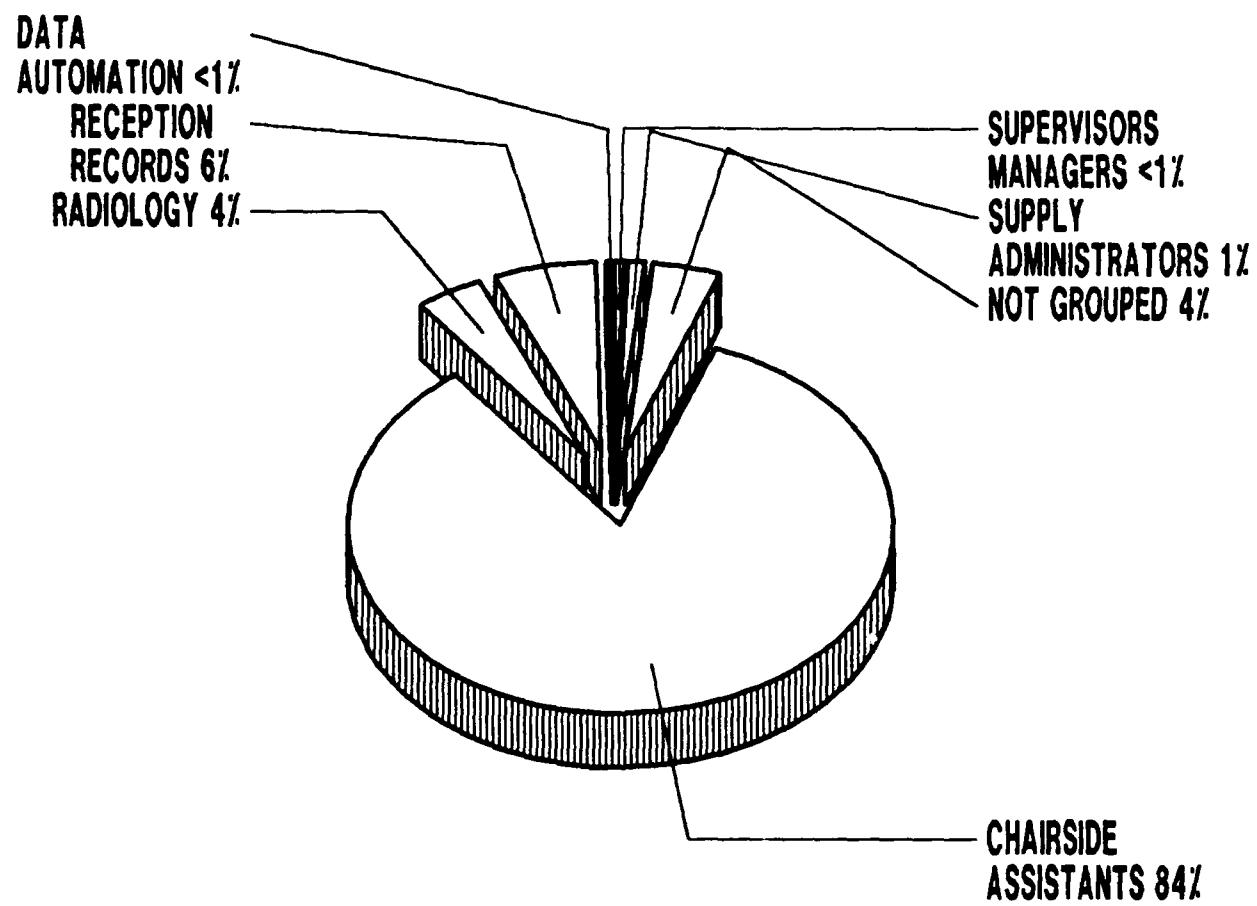


FIGURE 2

TABLE 15
REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT
AFSC 981X0 PERSONNEL

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I280 PREPARE DENTAL TREATMENT ROOM (DTR) TO RECEIVE PATIENTS	92
I288 SEAT PATIENTS	92
G240 STERILIZE DENTAL INSTRUMENTS	91
G214 CLEAN DENTAL EQUIPMENT	90
G215 CLEAN DENTAL INSTRUMENTS	89
G221 DISINFECT DENTAL INSTRUMENTS	88
I272 DISMISS PATIENTS	88
G220 DISINFECT DENTAL EQUIPMENT, OTHER THAN X-RAY UNITS	86
I287 REVIEW EXPIRATION DATES OF DENTAL INSTRUMENTS OR MATERIALS	86
G231 LUBRICATE HAND PIECES	86
I292 TAKE AND RECORD BLOOD PRESSURE	86
I286 RESTORE DTR SUPPLY LEVELS	85
J318 PASS INSTRUMENTS OR MATERIALS	82
G249 CLEAN STERILIZERS	82
G243 CLEAN AMALGAM TRAPS	81
J340 RETRACT PATIENTS CHEEKS, LIPS, OR ORAL TISSUES	81
I271 DISASSEMBLE SYRINGES	80
G222 FLUSH ORAL EVACUATOR SYSTEMS	79
J319 PERFORM FOUR-HANDED DENTISTRY TECHNIQUES	78
J303 ASPIRATE AND IRRIGATE ORAL CAVITY	78
H257 PREPARE ASPIRATING SYRINGES FOR INJECTIONS	78
J297 ADJUST DENTAL CHAIRS	74
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	73
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	73
J317 OBSERVE PATIENT FOR ADVERSE REACTION DURING TREATMENT	73
J314 DRAPE PATIENTS FOR OTHER THAN SURGICAL PROCEDURES	72
H252 MIX TEMPORARY FILLING MATERIALS	72
H247 MIX IMPRESSION MATERIALS	72
I283 PREPARE SETUPS FOR STERILIZATION	71
J291 STERILIZE DENTAL MATERIALS	65

various subsequent paragraphs of the STS, contained general dental task and subject-knowledge requirements, and were not matched to inventory task statements. This matching process was used to produce a computerized listing which displays all 302 STS elements, the tasks matched to these elements, the percent members performing the tasks, and TE and TD ratings for each matched task. The relevance of each matched STS element was determined using these data and guidelines found in ATCR 52-22.

Of the 125 STS elements matched to inventory tasks, only 13 elements were not supported, in that they are matched to tasks performed by less than 20 percent of first-job, first-enlistment, 5-, or 7-skill level members. These unsupported elements are listed in Table 16.

A number of tasks performed by fairly high percentages of TAFMS and DAFSC group members were not matched to any STS element. A sample of the total 218 unmatched tasks is presented in Table 17. A review of these unmatched tasks by functional and school personnel, is merited to determine if they should be incorporated into future revisions of the STS, particularly since 126 of those tasks had greater than 20 percent members performing.

The final step of the STS analysis was to review the 3-skill level training codes assigned to the supported elements. Following guidelines stated in AFR 8-13 and ATCR 52-22, knowledge or performance training codes for supported elements are appropriate if matched tasks are performed by 30 percent or more of first-job or first-enlistment airmen. Elements matched to tasks performed by less than 30 percent are normally dashed (-), unless there is good justification for them to be taught to a knowledge and/or performance level.

The following STS elements are dashed (-) for 3-skill level course training, but are matched to tasks performed by more than 30 percent members of first-job or first-enlistment personnel, and therefore should have a knowledge or performance code assigned:

- 7h. Report unsatisfactory supplies or equipment
- 11f(1)(b)2. Dental materials-Other
- 11f(1)(h). Other impression materials
- 12b(6)(d). Other extraoral radiographs
- 12d. Dental equipment user maintenance
- 12e(1)(e). Perform sterilization testing procedures
- 12g(12). Prepare suture material
- 12h(2)(b)1. Clinical surgery
- 12h(2)(b)2. Hospital surgical suite
- 12h(3)(b). Prepare prosthodontic materials
- 12h(4)(b). Prepare endodontic materials
- 12h(4)(c). Assist in endodontic procedures
- 12h(5)(c). Assist in periodontic procedures
- 13a(2)(c). Evaluate diagnostic radiographs for presence of calculus
- 13a(2)(d). Make screening examinations and referrals as needed
- 13a(2)(g)3b. Remove exogenous materials to depth of the sulcus

TABLE 16
UNSUPPORTED AFSC 981X0 STS ELEMENTS

STS ELEMENTS	TASKS	PERCENT MEMBERS PERFORMING				
		TNG EMP	1-48 MOS TAFMS (N=1,122)	98150 (N=1,487)	98170 (N=228)	TASK DIFF
6c.	INITIATE REQUESTS FOR OFFICIAL AND COMMERCIAL PUBLICATIONS					
	F195 REQUEST COMMERCIAL SUPPLY PUBLICATIONS	.31	2	4	15	4.06
7e(5).	STORE MATERIALS IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS					
	F161 ESTABLISH STORAGE REQUIREMENTS FOR EQUIPMENT OR SUPPLIES	.73	5	8	18	5.58
7k.	PERFORM LINEN SUPPLY FUNCTION					
	F185 PERFORM LINEN SUPPLY FUNCTIONS, SUCH AS COLLECTING OR DISTRIBUTING LAB COATS	1.23	4	7	10	3.94
11f(1)(i).	GYPSUM PRODUCTS					
	H245 MIX DENTAL PLASTERS	3.58	15	12	5	4.28
	H246 MIX DENTAL STONE	3.56	15	14	6	4.36
12g(15).	POUR AND TRIM CASTS					
	J332 POUR DENTAL CASTS	2.50	10	10	4	5.35
	I295 TRIM DENTAL CASTS	1.52	10	9	4	4.95

TABLE 16 (CONTINUED)

UNSUPPORTED AFSC 981X0 STS ELEMENTS

STS ELEMENTS	TASKS	PERCENT MEMBERS PERFORMING			
		TNG EMP	1-48 MOS TAFMS (N=1,122)	98150 (N=1,487)	98170 (N=228)
12h(3)(c). ASSIST IN PROSTHODONTIC PROCEDURES					
K359 CLEAN PROSTHETIC APPLIANCES	2.96	17	16	8	4.14
I274 FABRICATE MOUTH GUARDS	2.00	11	9	5	5.86
K374 POLISH PROSTHETIC APPLIANCES	1.92	7	8	4	4.72
J306 CEMENT TEMPORARY FIXED PROSTHESES	1.42	13	10	3	5.65
I269 CONSTRUCT TEMPORARY FIXED PROSTHESES	.50	6	5	2	6.33
12h(3)(d). COORDINATE PROSTHETIC CASES WITH THE DENTAL LABORATORY					
I276 MAKE ENTRIES IN LAB CASE RECORDS	2.04	13	11	3	3.70
12h(7)(b). ASSIST IN ORTHODONTIC PROCEDURES					
J309 CUT WIRES	1.35	6	6	3	4.50
J305 CEMENT BANDS	1.02	5	5	2	5.35
12h(8)(b). ASSIST IN PEDODONTIC PROCEDURES					
J347 TIGHTEN PEDODONTIC RESTRAINT BOARDS	1.00	3	2	2	5.15
13b(1). ASSIST IN PLANNING AND DESIGNING ORAL HEALTH DISPLAYS					
K377 PREPARE ORAL HEALTH DISPLAYS OR EXHIBITS	2.71	9	13	10	4.94

TABLE 16 (CONTINUED)
UNSUPPORTED AFSC 981X0 STS ELEMENTS

STS ELEMENTS	TASKS	PERCENT MEMBERS PERFORMING			
		TNG EMP	1-48 MOS TAFMS (N=1,122)	98150 (N=1,487)	98170 (N=228)
13b(3).	OPERATE AUDIOVISUAL EQUIPMENT				
K369	OPERATE AUDIOVISUAL EQUIPMENT	2.04	7	9	11
					4.40
13b(5).	MONITOR REPORTS OF FLUORIDE CONTENT IN WATER SUPPLIES				
K381	REVIEW FLUORIDE REPORTS OF WATER SUPPLIES	1.38	5	6	9
					4.29
13b(6).	ASSIST IN PLANNING AND CONDUCTING INPATIENT-ORIENTED HOSPITAL PREVENTIVE DENTISTRY PROGRAM				
K358	BRIEF PREVENTIVE DENTISTRY PROGRAMS TO HOSPITAL INPATIENTS	3.21	4	5	4
K356	BRIEF PREVENTIVE DENTISTRY PROGRAMS TO CHEMOTHERAPY PATIENTS	1.42	2	3	2
					5.24

TABLE 17
SAMPLE OF TASKS NOT MATCHED TO AFSC 981X0 STS

TASKS	PERCENT MEMBERS PERFORMING				TASK DIF**
	TNG EMP*	1-48 MOS TAFMS (N=1,122)	98150 (N=1,487)	98170 (N=462)	
I290 STERILIZE DENTAL INSTRUMENTS	6.60	86	77	34	4.01
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE)) FOLDERS	6.23	47	52	52	3.65
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	6.00	78	77	60	3.23
E113 INITIATE AF FORMS 696 (DENTAL PATIENT MEDICAL HISTORY)	5.83	61	62	47	3.46
I291 STERILIZE DENTAL MATERIALS	5.69	59	50	19	4.09
L392 EVALUATE QUALITY OF DIAGNOSTIC RADIOGRAPHS	5.60	30	29	17	5.05
I271 DISASSEMBLE SYRINGES	5.46	70	56	18	3.50
L414 PREPARE PATIENTS FOR RADIOGRAPHS, SUCH AS REMOVE JEWELRY AND PROSTHETIC APPLIANCES	5.21	43	39	18	3.37
L393 EXPOSE APICAL RADIOGRAPHS USING BISECTING ANGLE TECHNIQUE	5.13	30	28	13	5.95
E158 VERIFY ELIGIBILITY FOR DENTAL CARE THROUGH IDENTIFICATION CARDS	5.08	28	31	34	3.58
H258 PREPARE GERMICIDAL AGENTS	5.08	29	25	13	3.82
L391 DUPLICATE RADIOGRAPHIC FILM	5.04	36	32	15	4.52
H256 PREPARE ANTISEPTIC AGENTS	4.90	27	22	9	3.89
E142 REVIEW DD FORMS 2005 (PRIVACY ACT STATEMENT - HEALTH CARE RECORDS)	4.83	51	55	47	3.00
E157 VERIFY ELIGIBILITY FOR DENTAL CARE THROUGH DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)	4.75	22	25	25	4.83

* Mean TE = 4.70, SD = 1.72
** Mean TD = 5.00, SD = 1.00

These STS elements should be closely examined for possible changes to the proficiency coding.

Plan of Instruction (POI)

Based on the previously mentioned assistance from technical school subject-matter experts in matching inventory tasks to a draft copy of the J3ABR98130 002 POI, a computer product was generated displaying the results of the matching process. Information used included percent members performing data for first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) personnel, as well as TE and TD ratings. Of 50 learning objectives in the 3-level POI, 21 were matched with inventory tasks.

As shown in Table 18, only 2 out of 21 matched learning objectives were unsupported by survey data. These two objectives--IV 1a and IV 10a--represent only 12 of the 320 total classroom hours in the AFSC 98130 course. They should be reviewed by training personnel regarding their continued inclusion in the course. It is recognized, however, that as each of these items relates to medical readiness, the issue of criticality of performance may override that of percent members performing.

In addition, and as might be expected with 3-level training, a large number (352 of the 440) tasks in the job inventory were not matched to the POI. Of the 352 unmatched tasks, 49 were performed by at least 30 percent or more of first-job or first-enlistment personnel. Examples of these tasks are listed in Table 19. Training personnel should also closely review these 49 tasks for possible inclusion in the POI.

JOB SATISFACTION

To better assist career field managers to understand some of the factors which may affect the job performance of today's airmen, a series of four job satisfaction questions were included in the job inventory. These questions included job interest, perceived utilization of talents and training, and reenlistment intent. Table 20 presents job satisfaction data for DAFSC 981X0 TAFMS groups. Also included are comparative job satisfaction data from other medical AFSCs surveyed during 1987.

While the overall job satisfaction for members of the Dental Assistant career ladder is generally satisfactory, a comparison with other medical AFSCs showed that Dental Assistants across all three TAFMS groups registered lower on the "job interest" measure and two out of three of the TAFMS groups registered lower on the "utilization of talents" measure. However, the large majority of Dental Assistants feel that training is well utilized, and no adverse trend is apparent in terms of reenlistment intentions.

TABLE 18

UNSUPPORTED J3ABR98130 002 POI LEARNING OBJECTIVES

POI OBJECTIVE AND MATCHED TASKS	PERCENT PERFORMING			
	TNG EMP*	1-24 MOS TAFMS (N=462)	1-48 MOS TAFMS (N=1,122)	TASK DIFF**
0062 IV 1a. IDENTIFY BASIC FACTS CONCERNING DENTAL CLINICAL EMERGENCIES WITH THE PREVENTION MEASURES REQUIRED, INCLUDING EMERGENCY KITS AND THE USE OF OXYGEN EQUIPMENT WITH 70 PERCENT ACCURACY. STS: 12g(7), 15a, 15b, 15d, 15e, Meas: PC, W				
J298 ADJUST OXYGEN FLOW IN OXYGEN EQUIPMENT		5.38	19	17
				3.79
0082 IV 10a. PERFORM BASIC CARDIAC LIFE SUPPORT AND OBSTRUCTED AIRWAY PROCEDURES ON MANIKINS IAW AMERICAN HEART ASSOCIATION CPR AND EMERGENCY CARDIAC CARE PERFORMANCE CHECKLIST. STS: 2e(1), Meas: PC, W				
1277 PERFORM CARDIOPULMONARY RESUSCITATIONS (CPR)		6.71	24	25
				6.31

* Mean TE = 4.70, SD = 2.10
 ** Mean TD = 5.00, SD = 1.00

TABLE 19
SAMPLE OF TASKS NOT MATCHED TO J3ABRR98130 002 POI

TASKS NOT REFERENCED	TNG EMP*	PERCENT PERFORMING			TASK DIFF**
		1-24 MOS TAFMS (N=462)	1-48 MOS TAFMS (N=1,122)	1-48 MOS TAFMS (N=1,122)	
I273 DISPOSE OF CONTAMINATED MATERIALS FROM INFECTION CONTROL ROOM	6.81	43	43	43	4.79
I278 PERFORM EMERGENCY PROCEDURES, SUCH AS PROVIDE OXYGEN TO PATIENTS	6.63	17	19	19	5.48
I290 STERILIZE DENTAL INSTRUMENTS	6.60	91	86	86	4.01
L400 EXPOSE PANORAMIC RADIOGRAPHS	6.52	42	39	39	5.29
E130 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORMS 603 AND 603A (HEALTH RECORD - DENTAL)	6.31	60	63	63	4.58
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE) FOLDERS	6.23	41	47	47	3.65
K366 INSURE PATIENTS HAVE TAKEN MEDICATION BEFORE TREATMENT	6.13	39	47	47	4.04
J349 TREAT PATIENTS FOR SYNCOPES	6.02	10	13	13	5.66
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	6.00	73	78	78	3.23
L419 STERILIZE EXTENSION CONE PARALLELING (XCP) INSTRUMENTS	5.90	40	39	39	3.34
J348 TREAT PATIENTS FOR SHOCK	5.79	8	9	9	5.81
I291 STERILIZE DENTAL MATERIALS	5.69	65	59	59	4.09
L392 EVALUATE QUALITY OF DIAGNOSTIC RADIOGRAPHS	5.60	30	30	30	5.05
L387 CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS	5.48	30	29	29	4.83
L399 EXPOSE OCCLUSAL RADIOGRAPHS	5.33	20	22	22	5.60
K361 EVALUATE DIAGNOSTIC RADIOGRAPHS FOR PRESENCE OF CALCULUS	5.23	33	38	38	5.16
L398 EXPOSE ENDODONTIC FILE LENGTH RADIOGRAPHS	5.23	31	31	31	5.85

* Mean TE = 2.70, SD = 2.10
** Mean TD = 5.00, SD = 1.00

TABLE 19 (CONTINUED)

SAMPLE OF TASKS NOT MATCHED TO J3ABR98130 002 PCI

TASKS NOT REFERENCED	TNG EMP*	PERCENT PERFORMING			TASK DIFF**
		1-24 MOS (N=462)	1-48 MOS (N=1,122)	TAFMS	
L414	5.21	45	43	3.37	
L279	5.13	44	42	4.19	
L393	5.13	28	30	5.95	
L413	5.13	34	33	3.49	
K351	5.10	21	26	5.98	
K379	5.10	29	39	6.70	
E158	5.08	25	28	3.58	
H258	5.08	29	29	3.82	
L391	5.04	38	36	4.52	
I285	5.00	27	21	3.94	
H256	4.90	30	27	3.89	

* Mean TE = 2.70, SD = 2.10
 ** Mean TD = 5.00, SD = 1.00

TABLE 20

COMPARISON OF JOB SATISFACTION INDICATORS FOR 981X0
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	981X0 (N=1,122)	COMP SAMPLE (N=618)	981X0 (N=523)	COMP SAMPLE (N=181)	981X0 (N=585)	COMP SAMPLE (N=375)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	69	86	67	78	70	76
SO-SO	17	9	19	14	17	15
DULL	14	4	13	5	12	7
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	75	87	80	84	81	81
LITTLE OR NOT AT ALL	24	12	19	16	19	18
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	89	90	86	83	83	82
LITTLE OR NOT AT ALL	10	9	13	16	17	18
<u>REENLISTMENT INTENTIONS:</u>						
WILL REENLIST	57	60	68	67	71	70
WILL NOT REENLIST	41	38	29	31	9	9
WILL RETIRE	*	*	1	*	19	19

* Denotes less than 1 percent

NOTE: Related AFSCs surveyed in 1897: 902X2 (Surgical Services)
912X5/A (Optometry)
919X0 (Orthotic)

Furthermore, as shown in Table 21, when job satisfaction data are compared from the current study to that of the 1982 OSR, job satisfaction indicators have remained essentially stable over the last 6 years. That stability does contrast, however, with many other AFSC studies where the same indicators have improved substantially over previous surveys.

In terms of job satisfaction for members of the seven jobs identified in the career ladder structure, the majority of members of all of the jobs find their work interesting, but the proportion is considerably less with the Radiology and Reception and Records jobs (see Table 22). Job interest is highest in the Supervisors and Managers, and Data Automation jobs.

IMPLICATIONS

In terms of the occupational structure, this analysis of the 981X0 AFSC indicates the previous merger of related Dental AFSCs has produced a career ladder with one core Dental Chairside Assistant job comprising nearly two-thirds of the AFSC personnel, and six support jobs. The skill and paygrade progression appears to form a logical sequence, beginning with 3-skill level personnel working in the core Dental Chairside Assistant job, and capping off with DAFSC 98190/98100 personnel performing as managers for the career ladder.

Insofar as this occupational survey was requested by training personnel to obtain current task data to assist in evaluating training programs, some changes appear warranted. The overall analysis suggests that both the STS and the recently revised POI require further review. Specific items which might be addressed in such a review have been itemized within this report. A separate finding was that the current AFR 39-1 specialty descriptions for the 981X0 AFSC require some review and possible rewording.

TABLE 21

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 981X0
 TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
 (PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1988 (N=1,122)	1982 (N=896)	1988 (N=523)	1982 (N=302)	1988 (N=585)	1982 (N=399)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	69	71	67	70	70	71
SO-SO	17	16	19	17	17	18
DULL	14	12	13	12	12	10
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO GOOD	75	74	80	81	81	82
LITTLE OR NOT AT ALL	24	25	19	18	19	17
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO GOOD	89	89	86	87	83	83
LITTLE OR NOT AT ALL	10	10	13	11	17	16
<u>REENLISTMENT INTENTIONS:</u>						
WILL REENLIST	57	56	68	66	71	74
WILL NOT REENLIST	41	43	29	33	9	12
WILL RETIRE	*	-	1	-	19	13

- Denotes 0 percent
 * Denotes less than 1 percent

TABLE 22

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF 981X0 SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	DENTAL CHAIRSIDE ASSTS (N=1,405)	DENTAL RADOL ASSTS (N=113)	DENTAL RECEPTION/ RCRDS PERS (N=200)	DENTAL DATA AUTOM PERS (N=30)	DENTAL SUPVRs/ MGRS (N=256)	DENTAL SUPPLY ADMINISTRATORS (N=103)	DENTAL CLROOM INSTRS (N=11)
<u>EXPRESSED JOB INTEREST:</u>							
INTERESTING	70	57	54	83	83	73	73
SO-SO	16	19	33	7	11	17	27
DULL	13	22	14	10	6	11	0
<u>PERCEIVED USE OF TALENTS:</u>							
FAIRLY WELL TO GOOD LITTLE OR NOT AT ALL	76	70	78	93	89	84	91
	23	28	22	7	11	16	9
<u>PERCEIVED USE OF TRAINING:</u>							
FAIRLY WELL TO GOOD LITTLE OR NOT AT ALL	89	83	80	80	92	77	100
	11	16	20	20	7	22	0
<u>REENLISTMENT INTENTIONS:</u>							
WILL REENLIST	61	58	71	83	67	74	82
WILL NOT REENLIST	36	35	23	13	7	11	9
WILL RETIRE	2	4	5	3	24	14	9

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF AFSC 981X0 JOBS

TABLE A1

JOB ID NUMBER AND TITLE: STG063, CHAIRSIDE ASSISTANTS
 NUMBER IN JOB: 1,405 AVERAGE TIME IN SERVICE: 49 MONTHS
 PERCENT OF TOTAL SAMPLE: 63% AVERAGE TIME IN CAREER LADDER: 45 MONTHS
 PREDOMINANT PAYGRADE: E-3

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I280 PREPARE DENTAL TREATMENT ROOM (DTR) TO RECEIVE PATIENTS	98
G240 STERILIZE DENTAL INSTRUMENTS	97
G215 CLEAN DENTAL INSTRUMENTS	93
I288 SEAT PATIENTS	96
G214 CLEAN DENTAL EQUIPMENT	94
I272 DISMISS PATIENTS	91
G221 DISINFECT DENTAL INSTRUMENTS	91
G220 DISINFECT DENTAL EQUIPMENT, OTHER THAN X-RAY UNITS	91
I286 RESTORE DTR SUPPLY LEVELS	91
G231 LUBRICATE HAND PIECES	91
I287 REVIEW EXPIRATION DATES OF DENTAL INSTRUMENTS OR MATERIALS	90
I292 TAKE AND RECORD BLOOD PRESSURE	90
G219 CLEAN STERILIZERS	87
G222 FLUSH ORAL EVACUATOR SYSTEMS	85
J297 ADJUST DENTAL CHAIRS	84
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	81
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	80
J340 RETRACT PATIENTS CHEEKS, LIPS, OR ORAL TISSUES	80
J303 ASPIRATE AND IRRIGATE ORAL CAVITY	79
G213 CLEAN AMALGAM TRAPS	79
J318 PASS INSTRUMENTS OR MATERIALS	75
H257 PREPARE ASPIRATING SYRINGES FOR INJECTIONS	74
I271 DISASSEMBLE SYRINGES	74
G230 LUBRICATE DENTAL EQUIPMENT	74
J317 OBSERVE PATIENT FOR ADVERSE REACTION DURING TREATMENT	73
J314 DRAPE PATIENTS FOR OTHER THAN SURGICAL PROCEDURES	72
I283 PREPARE SETUPS FOR STERILIZATION	71
I284 PREPARE SETUPS FOR USE	70
J319 PERFORM FOUR-HANDED DENTISTRY TECHNIQUES	70
K371 PERFORM PREVENTIVE MAINTENANCE ON DENTAL HAND PIECES	69
E130 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORMS 603 AND 603A (HEALTH RECORD - DENTAL)	68
G218 CLEAN STERILE INSTRUMENT STORAGE AREAS	66
J341 SCRUB FOR OTHER THAN SURGICAL PROCEDURES	64
J312 DON AND DOFF SURGICAL GLOVES, MASKS, AND SAFETY GLASSES FOR OTHER THAN SURGICAL PROCEDURES	63

TABLE A2

JOB ID NUMBER AND TITLE: STG147, DENTAL RADIOLOGY ASSISTANTS
 NUMBER IN JOB: 113 AVERAGE TIME IN SERVICE: 69 MONTHS
 PERCENT OF TOTAL SAMPLE: 5% AVERAGE TIME IN CAREER LADDER: 66 MONTHS
 PREDOMINANT PAYGRADE: E-4

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L417 SHIELD PATIENTS FROM RADIATION	100
L395 EXPOSE BITEWING RADIOGRAPHS	99
L409 MOUNT AND LABEL DENTAL RADIOGRAPHS	99
L407 MAKE ENTRIES ON RETAKE LOGS	99
L419 STERILIZE EXTENSION CONE PARALLELING (XCP) INSTRUMENTS	98
L387 CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS	98
L388 DEVELOP RADIOGRAPHIC FILM USING AUTOMATIC DEVELOPING APPARATUS	97
L394 EXPOSE APICAL RADIOGRAPHS USING PARALLELING TECHNIQUE	97
L400 EXPOSE PANORAMIC RADIOGRAPHS	97
L390 DISINFECT X-RAY UNIT	97
L414 PREPARE PATIENTS FOR RADIOGRAPHS, SUCH AS REMOVE JEWELRY AND PROSTHETIC APPLIANCES	96
L413 PLACE RADIOGRAPHIC FILM IN CASSETTES	95
L386 ATTACH FILM BADGE TO CLOTHING	95
L392 EVALUATE QUALITY OF DIAGNOSTIC RADIOGRAPHS	94
L410 PERFORM FILM ANALYZER TESTS	94
L391 DUPLICATE RADIOGRAPHIC FILM	94
L399 EXPOSE OCCLUSAL RADIOGRAPHS	94
L412 PERFORM USER MAINTENANCE ON AUTOMATIC FILM PROCESSORS	93
L393 EXPOSE APICAL RADIOGRAPHS USING BISECTING ANGLE TECHNIQUE	89
L418 SHIELD PROVIDERS FROM RADIATION	88
L404 INSPECT RADIOGRAPHIC EQUIPMENT FOR SERVICEABILITY	87
L385 ADJUST X-RAY UNITS	85
L408 MIX RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS	84
L398 EXPOSE ENDODONTIC FILE LENGTH RADIOGRAPHS	84
L406 MAINTAIN OPERATING INSTRUCTIONS FOR RADIOGRAPHIC EQUIPMENT	82
L403 INSPECT LEAD APRONS FOR SERVICEABILITY	80
L411 PERFORM RADIOGRAPHIC SILVER RECOVERY	79
L402 IDENTIFY ANATOMICAL LANDMARKS	78
L389 DEVELOP RADIOGRAPHIC FILM USING MANUAL DEVELOPING APPARATUS	75
L416 REVIEW RADIOGRAPHIC PUBLICATIONS	69

TABLE A3

JOB ID NUMBER AND TITLE: STG070, DENTAL RECEPTION/RECORDS PERSONNEL
 NUMBER IN JOB: 200 AVERAGE TIME IN SERVICE: 84 MONTHS
 PERCENT OF TOTAL SAMPLE: 9% AVERAGE TIME IN CAREER LADDER: 79 MONTHS
 PREDOMINANT PAYGRADE: E-4

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	99
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE)) FOLDERS	92
E142 REVIEW DD FORMS 2005 (PRIVACY ACT STATEMENT - HEALTH CARE RECORDS)	88
E113 INITIATE AF FORMS 696 (DENTAL PATIENT MEDICAL HISTORY)	87
E117 INVENTORY DENTAL HEALTH RECORDS	87
E141 RETIRE DENTAL HEALTH RECORDS	84
E136 PREPARE DENTAL RECORDS FOR PATIENTS BEING TRANSFERRED	83
E127 MAKE ENTRIES ON AF FORMS 644 AND 644A SERIES	82
E130 MAKE ENTRIES ON DENTAL HEALTH RECORD FORMS, SUCH AS SF FORMS 603 AND 603A (HEALTH RECORD - DENTAL)	82
E158 VERIFY ELIGIBILITY FOR DENTAL CARE THROUGH IDENTIFICATION CARDS	79
E157 VERIFY ELIGIBILITY FOR DENTAL CARE THROUGH DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)	74
E153 UPDATE DENTAL APPOINTMENT REGISTERS	73
E146 REVIEW PERIODIC DENTAL EXAMINATION PROGRAMS (PDEP)	50
C76 WRITE APR	48
B45 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 98150)	41
E114 INITIATE CASE RECORDS	39
D103 MAKE ENTRIES ON TRAINING RECORDS	39
E148 REVIEW SENSITIVE DUTIES PROGRAM ROSTER	38
E151 UPDATE BROKEN APPOINTMENT DATA REPORTS	37
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	36
E145 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	36
B29 COUNSEL PERSONNEL ON JOB PROGRESSION	35
B43 SUPERVISE APPRENTICE DENTAL ASSISTANT SPECIALISTS (AFSC 98130)	32
A4 DETERMINE WORK PRIORITIES	30
D81 CONDUCT OJT	30
D85 COUNSEL TRAINEES ON TRAINING PROGRESS	30
G229 LOCK FACILITIES	27
B26 CONDUCT ORIENTATIONS FOR NEWLY ASSIGNED PERSONNEL	26

TABLE A4

JOB ID NUMBER AND TITLE: STG059, DENTAL DATA AUTOMATION PERSONNEL
 NUMBER IN JOB: 30 AVERAGE TIME IN SERVICE: 99 MONTHS
 PERCENT OF TOTAL SAMPLE: 1% AVERAGE TIME IN CAREER LADDER: 89 MONTHS
 PREDOMINANT PAYGRADE: E-5

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E139 PROCESS AUTOMATED DENTAL TREATMENT DATA	93
E118 KEYPUNCH PROCEDURES OFF AF FORMS 644 AND 644A SERIES (RECORD OF DENTAL ATTENDANCE)	83
E147 REVIEW PSEUDO REMOTE LISTINGS	83
C76 WRITE APR	83
D103 MAKE ENTRIES ON TRAINING RECORDS	77
B45 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 98150)	60
C74 REVIEW BASE DENTAL SERVICE REPORTS	57
B29 COUNSEL PERSONNEL ON JOB PROGRESSION	50
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	50
E146 REVIEW PERIODIC DENTAL EXAMINATION PROGRAMS (PDEP)	43
E143 REVIEW EDIT AND ERROR LISTINGS	40
D81 CONDUCT OJT	40
E151 UPDATE BROKEN APPOINTMENT DATA REPORTS	37
D85 COUNSEL TRAINEES ON TRAINING PROGRESS	37
E117 INVENTORY DENTAL HEALTH RECORDS	37
M426 DON AND DOFF CHEMICAL WARFARE PROTECTIVE EQUIPMENT	33
E126 MAKE ENTRIES ON AF FORMS 490 (MEDICAL/DENTAL APPOINTMENT)	27
C62 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	23
E134 PLACE DOCUMENTS IN AF FORM 2100 SERIES (HEALTH RECORD - MEDICAL/DENTAL (ORANGE)) FOLDERS	23
E135 PREPARE CORRESPONDENCE	20
M422 BEAR LITTERS TO MEDICAL FACILITIES	20
C59 EVALUATE PERSONNEL FOR COMPLIANCE WITH AIR FORCE PERSONNEL STANDARDS	20
B31 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	17
B43 SUPERVISE APPRENTICE DENTAL ASSISTANT SPECIALISTS (AFSC 98130)	17
C72 PREPARE AF FORMS 299 (DENTAL SERVICE MANAGEMENT REPORT)	17
B47 SUPERVISE DENTAL TECHNICIANS (AFSC 98170)	17
E159 WRITE MINUTES OF BRIEFINGS OR CONFERENCES	13
A15 ESTABLISH WORK SCHEDULES	13
B36 IMPLEMENT QUALITY CONTROL PROGRAMS	10
C71 PERFORM SELF-INSPECTIONS	23

TABLE A5

JOB ID NUMBER AND TITLE: STG046, DENTAL SUPERVISORS/MANAGERS
 NUMBER IN JOB: 256 AVERAGE TIME IN SERVICE: 192 MONTHS
 PERCENT OF TOTAL SAMPLE: 11% AVERAGE TIME IN CAREER LADDER: 174 MONTHS
 PREDOMINANT PAYGRADE: E-7

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A4 DETERMINE WORK PRIORITIES	92
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	96
C76 WRITE APR	97
C59 EVALUATE PERSONNEL FOR COMPLIANCE WITH AIR FORCE PERSONNEL STANDARDS	91
B29 COUNSEL PERSONNEL ON JOB PROGRESSION	94
B26 CONDUCT ORIENTATIONS FOR NEWLY ASSIGNED PERSONNEL	89
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	87
C71 PERFORM SELF-INSPECTIONS	87
B25 CONDUCT BRIEFINGS	87
A18 PLAN WORK ASSIGNMENTS	86
B27 CONDUCT STAFF MEETINGS	86
C62 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	84
C78 WRITE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	84
B42 INTERPRET DIRECTIVES FOR SUBORDINATES	83
A15 ESTABLISH WORK SCHEDULES	82
E128 MAKE ENTRIES ON COUNSELING FORMS	80
A3 DETERMINE PERSONNEL REQUIREMENTS	79
A22 SCHEDULE LEAVES	78
A14 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	77
A19 PREPARE BRIEFINGS	77
D103 MAKE ENTRIES ON TRAINING RECORDS	75
B45 SUPERVISE DENTAL ASSISTANT SPECIALISTS (AFSC 98150)	74
B47 SUPERVISE DENTAL TECHNICIANS (AFSC 98170)	73
C74 REVIEW BASE DENTAL SERVICE REPORTS	73
C55 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, OR RECLASSIFICATION	72
E145 REVIEW INCOMING OR OUTGOING CORRESPONDENCE	71
E119 LOCATE INFORMATION IN OFFICIAL PUBLICATIONS USING INDEXES	70
E135 PREPARE CORRESPONDENCE	66
C50 ANALYZE WORKLOAD REQUIREMENTS	66
B31 DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	66
C56 EVALUATE INSPECTION REPORTS	65
C58 EVALUATE PERSONAL HYGIENE STANDARDS	65
A11 DEVELOP WORK METHODS	65
C72 PREPARE AF FORMS 299 (DENTAL SERVICE MANAGEMENT REPORT)	63
B49 SUPERVISE RED CROSS OR OTHER VOLUNTEERS	62
B44 SUPERVISE CIVIL SERVICE PERSONNEL	58

TABLE A6

JOB ID NUMBER AND TITLE: STG168, DENTAL SUPPLY PERSONNEL
 NUMBER IN JOB: 103 AVERAGE TIME IN SERVICE: 132 MONTHS
 PERCENT OF TOTAL SAMPLE: 5% AVERAGE TIME IN CAREER LADDER: 126 MONTHS
 PREDOMINANT PAYGRADE: E-6

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F203 REVIEW ISSUE TURN IN LISTS OR SUMMARIES	100
F198 REQUISITION DENTAL SUPPLIES	99
F199 REQUISITION NONMEDICAL SUPPLIES	99
F170 ISSUE EQUIPMENT OR SUPPLIES	98
F200 REVIEW BACK ORDER REPORTS	98
F175 MAINTAIN LOCAL PURCHASE SUPPLY CATALOGS	98
F167 INVENTORY DENTAL SUPPLIES	97
F177 MAINTAIN SHOPPING GUIDES	97
F172 LOG TURN IN OF EQUIPMENT OR SUPPLIES	97
F194 REPORT UNSATISFACTORY EQUIPMENT OR SUPPLIES	96
F206 STORE FLAMMABLE MATERIALS	96
F174 MAINTAIN FEDERAL SUPPLY CATALOG FILES	95
F166 INVENTORY DENTAL EQUIPMENT	95
F165 EVALUATE SUPPLY PROBLEMS	94
F171 LOCATE INFORMATION IN COMMERCIAL SUPPLY PUBLICATIONS	94
F168 INVENTORY NONMEDICAL SUPPLIES	94
F209 TURN IN SCRAP AMALGAM	94
F201 REVIEW COST CENTER LISTS	93
F189 PREPARE LETTERS OF JUSTIFICATION FOR SUPPLY-RELATED MATTERS	93
F202 REVIEW HISTORICAL MAINTENANCE REPORTS (HMR)	93
F210 TURN IN SCRAP X-RAY FILM	93
F184 MAKE ENTRIES ON DD FORMS 1348-6 (DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT)	92
F178 MAINTAIN USER MANUALS OF DENTAL EQUIPMENT	92
F204 STORE DANGEROUS MATERIALS	92
F160 COORDINATE PROCUREMENT OF EQUIPMENT AND SUPPLIES WITH OTHER AGENCIES, SUCH AS DENTAL EQUIPMENT OR FURNITURE	91
F182 MAKE ENTRIES ON AF FORMS 601 (EQUIPMENT ACTION REQUEST)	90
F207 TURN IN DISPOSABLE ITEMS FOR DESTRUCTION, SUCH AS NEEDLES AND BLADES	90
F169 INVENTORY PROPERTY CUSTODY AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL)	89
F205 STORE DISPOSABLE ITEMS FOR DESTRUCTION, SUCH AS NEEDLES AND BLADES	87
F173 MAINTAIN CROSS REFERENCE FILES FOR LOCAL PURCHASE	85
F161 ESTABLISH STORAGE REQUIREMENTS FOR EQUIPMENT OR SUPPLIES	84
F196 REQUEST CORRECTIVE ACTION FOR DEFECTIVE EQUIPMENT	84
C76 WRITE APR	84
F195 REQUEST COMMERCIAL SUPPLY PUBLICATIONS	84

TABLE A7

JOB ID NUMBER AND TITLE: STG055, DENTAL CLASSROOM INSTRUCTORS
 NUMBER IN JOB: 11 AVERAGE TIME IN SERVICE: 108 MONTHS
 PERCENT OF TOTAL SAMPLE: .5% AVERAGE TIME IN CAREER LADDER: 91 MONTHS
 PREDOMINANT PAYGRADE: E-5

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
D79 ADMINISTER TESTS	100
E128 MAKE ENTRIES ON COUNSELING FORMS	91
D85 COUNSEL TRAINEES ON TRAINING PROGRESS	91
D107 SCORE TESTS	91
D83 CONDUCT SPECIALIZED TRAINING, SUCH AS CARDIOPULMONARY RESUSCITATION (CPR)	91
G229 LOCK FACILITIES	91
D104 PREPARE LESSON PLANS	82
D86 DEMONSTRATE CLEANING OF EQUIPMENT OR INSTRUMENTS	82
L386 ATTACH FILM BADGE TO CLOTHING	82
L387 CHANGE RADIOGRAPHIC FILM DEVELOPING OR FIXING SOLUTIONS	64
D84 CONSTRUCT TRAINING AIDS	64
C59 EVALUATE PERSONNEL FOR COMPLIANCE WITH AIR FORCE PERSONNEL STANDARDS	55
B30 COUNSEL PERSONNEL ON PERSONAL OR MILITARY-RELATED MATTERS	55
D111 WRITE TEST QUESTIONS	55
C71 PERFORM SELF-INSPECTIONS	55
D82 CONDUCT RESIDENT COURSE CLASSROOM TRAINING	45
C58 EVALUATE PERSONAL HYGIENE STANDARDS	45
D88 DEMONSTRATE USE OF EMERGENCY EQUIPMENT	45
F205 STORE DISPOSABLE ITEMS FOR DESTRUCTION, SUCH AS NEEDLES AND BLADES	45
G231 LUBRICATE HAND PIECES	45
G240 STERILIZE DENTAL INSTRUMENTS	36
D100 EVALUATE PROGRESS OF RESIDENT COURSE STUDENTS	36
G224 INSPECT OPERATING CONDITION OF DENTAL EQUIPMENT	36
J317 OBSERVE PATIENT FOR ADVERSE REACTION DURING TREATMENT	36
E113 INITIATE AF FORMS 696 (DENTAL PATIENT MEDICAL HISTORY)	36
F194 REPORT UNSATISFACTORY EQUIPMENT OR SUPPLIES	36
K383 SCREEN PATIENT RECORDS FOR CONTRAINDICATIONS TO PROPHYLAXIS	27
K369 OPERATE AUDIOVISUAL EQUIPMENT	27
D102 EVALUATE TRAINING METHODS	27
L392 EVALUATE QUALITY OF DIAGNOSTIC RADIOGRAPHS	27